Mission Oriented Systems Engineering Support (MOSES)
for the Office of Pesticide Programs (OPP)
in Support of the Label Use Information System (LUIS)

STATEMENT OF WORK

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MOSES II Contract Number 68-W-99-002
Task Order Number: 004

STATEMENT OF WORK

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STATEMENT OF WORK

1. **Title**:
   The title of this Task Order is Mission Oriented Systems Engineering Support (MOSES) for the Office of Pesticide Programs (OPP) in support of the Label Use Information System (LUIS).

2. **Estimated Period of Performance**: From October 01, 2002 through September 30, 2003.

3. **Key EPA Personnel**:

   Task Order Project Officer (TOPO) is:

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4. **Background Information**:

a. Legal authority:
The Office of Pesticide Programs (OPP) is responsible for implementation of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA). Activities include the licensing or registration of pesticide products and their amendments, re-registration of older pesticide active ingredients and related products, establishment of tolerance levels of pesticide residues on food, special review of pesticides posing unreasonable risks to human health or the environment, and monitoring of pesticide residue levels in food, humans, and non-target fish and wildlife.

b. Regulatory authority:
There are approximately 800 active ingredients and 20,000 active pesticide products regulated by OPP. Approximately 5,000 applications of various types - new chemicals, new products, amendments to existing products, - flow through OPP's Registration Division (RD) each year. To conduct its regulatory mission, OPP requires a scientific analysis of the exposures presented by the registered use patterns of pesticide products as documented by product labeling. None of the required activities can be carried on successfully without basic data concerning the use of pesticide products in the field. These data cover where, how and when the products are applied, quantities, timing, equipment, limitations, and exceptions to standard practices.

c. Background documents:
In December 1988, the United States Congress reauthorized FIFRA, mandating an accelerated reregistration of all pesticide products which resulted in an accelerated pace for analyzing and extracting use information about those products. The 1988 amendments imposed explicit duties and strict deadlines on the Environmental Protection Agency (EPA) and pesticide registrants to be carried out in five phases concluding in the late 1990s. There are 600 cases (groups of related active ingredients) subject to the complex re-registration process. Reference sources for the contractor to develop a security plan are as follows:

- OMB Revised A-130, Appendix III
- User Guide for Developing and Evaluating Security Plans for Unclassified Federal Automated Information Systems (Draft)
- EPA Information Security Manual (ISM)

d. Background narrative:
Purpose of LUIS

To accommodate this increased need for information, EPA's OPP has developed the Label Use Information System (LUIS), a scientific reference database on the registered uses of pesticide products and the active ingredients contained in those products. It is designed to provide automated access to accurate information on the legal uses of pesticides specified by the registered pesticide product's labeling. It contains detailed information on registered sites, application methods (type, timing, and equipment), application rates, and EPA-imposed limitations on the use of

pesticides (e.g., preharvest intervals, reentry intervals). EPA utilizes such detailed information as part of its analysis of the risks and benefits associated with the use of an active ingredient.

LUIS has been developed to serve two purposes: (1) to serve as a repository for detailed use information about individual products registered under sections 3 and 24© of FIFRA, as amended, for use by EPA's registration and re-registration programs; and (2) to contain information resulting from EPA's re-registration decisions under section 4 of FIFRA, as amended, on acceptable use sites, methods of applications, and use limitations associated with active ingredients in products eligible for re-registration.

The same body of information in LUIS that will generate chemical use pattern reports and answer on-line queries about active ingredients will serve as the reference database concerning currently registered pesticide products. The database will be used to respond to queries about individual products and also to answer ad-hoc queries about EPA's regulatory decisions concerning the uses of pesticides.

As a supplement to information on registered pesticide products, LUIS will also contain information in database form that results from EPA's re-registration review of an active ingredient. This information on each active ingredient that has been determined eligible for re-registration will be used for guiding future EPA decisions concerning re-registration of existing products and registration of new products containing the chemical.

Current Information Environment

OPP uses several types of Automated Database Programming (ADP) systems to support its efforts: inventory, activity tracking, and summarization and analysis. They reside on two basic platforms:

EPA mainframe at Research Triangle Park (RTP) using ADABAS and NATURAL with some flat-file processing using COBOL where inventory systems reside;

OPP Local Area Network (LAN) (21 servers, 800 users in two buildings) using Clipper where both inventory, including Tolerance Information System (TIS), and activity tracking systems reside. LUIS, using Advanced Revelation (ARev), currently resides on an OPP server at Crystal Mall II. Another LUIS server, mainly for programmer use, resides at the Systems Development Center, 6565 Arlington Boulevard, Falls Church, Virginia 22042. Inventory, activity tracking, and summarization and analysis systems reside on these platforms.

Information Management Strategy

The long range planning to support automation needs of OPP is done through the annual OPP/Office of Compliance Monitoring (OCM) Information Management Strategy (IMS) and the annual OPP Resource Allocation Plan. OPP identified six goals as part of its IMS:

To align information management to program and user needs;
To build and operate information management systems responsive to program needs;
To manage information for maximum feasible reliability;
To minimize barriers to pesticide information sharing within the regulatory community;
To improve individual productivity;
To maximize accessibility of pesticide information outside the regulatory community.

Since passage of FIFRA 88, OPP has greatly expanded its inventory of hardware, the number and capabilities of its applications, the quality of its data, and the number of active program staff users. OPP information systems are supported through extensive use of contractors.

e. General Methodology:

System Development Approach

OPP's System Development Services Branch (SDSB) staff have developed a methodology for working closely with users to design, develop, test, and deliver applications and their enhancements. This general approach is applicable to our major systems, including the LUIS systems.

Provided the project is technically feasible, as determined by the TOPO, and at the request of the TOPO through written technical direction, the contractor shall analyze user needs, develop systems/applications, and deliver tested software products to the users. The contractor shall provide a written assessment of the user's needs to the TOPO for approval prior to development of detailed specifications for system development. The contractor's detailed specifications document shall lay out screens, navigation and interface among screens, data validation rules, and detailed storage and processing requirements. At times, because of the complexity of user needs and/or inherent government responsibilities in addressing these needs, the analysis will be performed by the TOPO and/or EPA personnel designated by the TOPO. Written specifications will then be provided to the contractor by the TOPO upon which the contractor shall develop detailed Automated Database Programming (ADP) specifications. The TOPO will make the determination when such an analysis needs to be performed by EPA personnel.

As noted above, once the detailed specifications document is ready, either through tasking the contractor, through specifications developed by the TOPO designated EPA personnel, (using a written request called a Change Request (CR) or as a CCB Meeting action item), the TOPO will formally task the contractor. The contractor shall develop data flow diagrams, normalized data structures, and processing and storage requirements. Data elements shall be identified, defined, and submitted by the contractor, to OPP's data dictionary coordinator who ensures their consistency across different systems. Data elements approved by the OPP's data dictionary coordinator will then be approved by the TOPO and the data elements will become a part of the SDSB data dictionary. Communication and technical direction between the TOPO and the contractor shall be via written memoranda and/or EPA E-mail to insure that a paper trail is present for all work performed under each task.

Management Techniques

The TOPO will exercise day-to-day management of individual system development projects. The TOPO will develop a schedule for the delivery of the system and communicate it to contractor management through Change Requests (CRs), or Action Items for production of deliverables. Progress will be monitored closely with the help of the following procedures:

The TOPO and contractor management shall meet approximately once a month. In these meetings, in addition to the delivery schedule for projects, existing or anticipated problems shall be discussed and satisfactory resolutions shall be achieved. As necessary, the delivery schedule for individual projects may be revised, by the TOPO, due to special circumstances or priorities may be reshuffled to accommodate user requests. If specifications change, the TOPO will cancel or officially amend a previous work request in writing or as a part of the minutes of the CCB Meeting. Only the TOPO for this task order can approve the work to be performed through a CR.

The TOPO routinely meet with system user groups, including the LUIS data extractors, to resolve issues and to develop future product delivery requirements, specifications, priorities and schedules.

f. Applicable MOSES II contract sections:

This Statement of Work falls within the sections of the contract's SOW listed under Item 5.

g. Where work is to be performed:

Reference 3.2.4 of the Contract Statement of Work (SOW).

5. **Purpose and Scope**:

Cross-Reference Between LUIS Task Orders (T.O.) and MOSES Scope

LUIS T.O. Task #	MOSES Scope #
1	3.1.1;3.2;3.2.2
2	3.2;3.2.3
3	3.1.2;3.1.3;3.1.4;3.2.2
4	3.1.4;3.2
5	3.2;3.2.1

The purpose of this Task Order is to secure the services of the contractor to provide system maintenance to the Office of Pesticide Programs in support of a wide variety of information management efforts related to the automation of pesticide product label related information. The contractor shall provide the programming expertise to maintain LUIS. The contractor shall provide the personnel to complete the tasks outlined below.

6. **Statement of Work Requirements**:

Task Description, Deliverables and Acceptance Criteria:

Task 1 - Project Plan Development

Subtask 1.1 - Initial Project Plan Development

Description:

Upon issuance of this Task Order, the contractor shall develop a Project Plan including technical approach, estimated resources, staffing, deliverables, schedule, and cost estimate addressing requirements of the Statement of Work (SOW).

Until issuance of a modification to this Task Order stating the Government's acceptance of the Project Plan, and establishing the ceiling price for the work ordered, the contractor shall not proceed with any other work contained in the SOW.

Contractor development of the Project Plan shall be performed in accordance with the procedures established for the Software Engineering Process (SEP) Section 3.2 of the contract SOW, and with procedures established in the current Task Order providing for

the general technical management and administration of the Systems Development Center (SDC).

DELIVERABLES

1.1 Project Plan

ACCEPTANCE CRITERIA

See Section 9.

Subtask 1.2 - Maintain The Project Plan

Description:

The contractor shall update the project plan when requested by the CO. The project plan may be modified to accommodate new requirements that arise during the term of the project. These requirements must fit within the scope of the Task Order and the period of performance. Minor deviations from the specifics of the Project Plan that have been mutually agreed upon by the TOPO and Technical Project Leader will be documented in the Change Control Board (CCB) minutes in lieu of Project Plan modifications.

DELIVERABLES

Updated Project Plan

ACCEPTANCE CRITERIA

See Section 9.

Subtask 1.3 - Revise Project Plan

Description:

In the event that the TOPO determines that the SOW for the Task Order requires modification to: (1) add or delete a task or deliverable; (2) change the period of performance when crossing fiscal years; or (3) increase or decrease the available resources to support the effort, the revised SOW will be provided to the contractor by the Contracting Officer, so that the approved Project Plan can be modified to reflect the revised SOW. As with Subtask 1.1, contractor revision of the Project Plan shall proceed in accordance with all approved SEP and SDC procedures.

DELIVERABLES

Revised Project Plan

ACCEPTANCE CRITERIA

See Section 9.

Task 2 - Project Management

Subtask 2.1 - Manage the Task Order

Description:

The contractor shall manage the Task Order Project Team, and modify the approved Project Plan to reflect minor changes that do not require Contracting Officer approval.

DELIVERABLES

2.1 Product Assurance Plan
Documentation of CCB Minutes
Monthly Technical and Financial Reports

ACCEPTANCE CRITERIA

See Section 9.

Subtask 2.2 - Close-out of the Task Order

Description:

The contractor shall provide for the close-out of the Task Order at the end of the period of performance.

Subtask 2.3 - Transition

Description:

2.3 The work performed under this Task Order is vital to the Government and must be continued without interruption. Upon contract expiration a successor, either the Government or another contractor, may continue this work. The contractor shall provide a transition plan for the transition of work to EPA or another contractor. The transition

plan which contains four major sections, shall provide for a cooperative effort (among EPA and follow-on contractor), and shall include at a minimum an inventory of documentation to be turned over to EPA, schedule of turnover, a description of parallel operation and recognition of security issues that includes an updated list of contractors to be removed from all RACF groups, profiles, etc. (if applicable). Training support for the successor is anticipated, and will be coordinated in advance by the TOPO. The contractor shall provide sufficient experienced personnel during the transition period to ensure that the services called for by this contract are maintained at the required level of proficiency.

The contractor shall prepare a transition plan upon written request of the CO. The TOPO will review the plan and if the plan is acceptable, forward it to the Contracting Officer for approval. The contractor shall not prepare a cost estimate or any portion of the transition plan (including PA) until notification is received from the Contracting Officer.

2.3.1 Documentation Task Order Inventory

The contractor shall conduct physical inventory of the project and team libraries for systems documents, life cycle documents, and other documentation (e.g., COBOL manuals, third party software). Reconcile inventoried documentation with that listed in the SOW (if applicable). Review the status of all products. Update the PA Deliverables Accountability Report. Arrange for the return of needed documentation and disposal of all unwanted documentation. Ascertain the format documentation will be delivered in (e.g., hardcopy, softcopy, Lotus Notes 5.03, WordPerfect 8).

General: The contractor shall create an acceptance criteria checklist that will be used to track the successful completion of the transition of work to a successor. Establish with TOPO the timing and schedule transfer (i.e., phase out or bulk transfer).

2.3.2 Transition of Security

The contractor shall conduct the following activities in the Transition Plan:

Produce a Security Transition Plan. Provide a list of mainframe and/or UNIX accounts associated with the Task Order. Provide the names of the contractor employees with access to the aforementioned mainframe and/or UNIX accounts. Provide the names of all contractor employees with access to Lotus Notes or GroupWise system(s). Document any additional security procedures needed for or involved in applications (e.g., library accesses, tables). Ascertain which contractor staff have EPA Headquarters badges that must be returned. Discuss security issues with EPA SDC Information Security Officer. Determine if debriefings on the Privacy Act information are appropriate for the Task Order.

2.3.3 Training EPA and Designated Contractor

A major factor in the successful transition of the Task Order to EPA and/or the designated contractor is training. To facilitate training, the contractor shall develop a Transition Plan which shall include (at a minimum) a Training Plan identifying specific training sessions, objectives, and curriculum. Each session should delineate what training will occur, and appropriate documentation provided.

2.3.4 Management and Scheduling

The contractor shall review transition plan activities and schedules based on the time available to conduct the transition. Review schedules to ensure that they reflect the transition dates reflected in the SOW (if applicable); and monitor priorities and schedules relative to the Transition Plan to identify potential conflicts. Notify the TOPO when conflicts are identified.

DELIVERABLES

Transition Plan: Documentation, Security, Training and Management.
Document Inventory and Disposal
Training Materials
Security Plan
Schedule of Transition Activities
Transition Results Report

ACCEPTANCE CRITERIA

See Section 9.

Task 3 - Software Development, Enhancement, and Maintenance

Description:

3.1 The contractor shall develop *maintenance and other software* enhancements in support of LUIS and its integration with other OPP information systems via written technical direction issued by the TOPO through the use of approved Change Requests (CRs), including request methods such as technical direction via electronic mail and/or memoranda. The software presently being used on the LUIS Server is ARev and the software used on the OPP LAN is Clipper with the future goal being Oracle based software. The contractor shall perform all software development in ARev or other EPA approved software package(s).

3.1.1 Software Maintenance

- Upon technical direction of the TOPO, the contractor shall maintain LUIS software through a series of oversite activities including reviewing current data entered into LUIS for outliers and other possible erroneous entries, by reviewing reports for accuracy, by generating reports on LUIS data, and by monitoring indexes or other programs in LUIS to guard against corruption of LUIS data.

- The contractor shall update the LUIS User's Guide to include all major software changes after LUIS Software Version 9.0

- The contractor shall provide updated System Technical Maintenance Documentation including all major software changes after LUIS Software Version 9.0.

3.1.2 Software Development

- The contractor shall develop *other* software enhancements to existing reports, data fields, and/or screens to clarify data output, improve the efficiency of data extraction and report generation, and/or in response to emergency requests to meet the needs of customers.

- Upon written technical direction from the TOPO, the contractor shall develop enhancements to routine *maintenance* activities including backups, reindexing, imports of REFS data, downloads of LUIS data, and access to data dictionaries by streamlining the processes and safeguarding the data to provide EPA with more in-house maintenance abilities.

- Upon written technical direction from the TOPO, the contractor shall develop a mechanism to convert previously input LUIS data and associated vocabulary into an ASCII format.

3.1.3 Change Requests

The dynamic nature of software development and enhancements require the use of Change Request(s) through written technical direction.

- The TOPO will approve 5 CRs, or action items for *maintenance* enhancements.

- The number of CRs for the *other* software enhancements will be determined based user requests and cost which is not to exceed $40,000.00.

All CRs shall follow a standard life cycle to include: OPP data extractors/User requests; TOPO Review/Approval; Priority/Status Identification; Definition of Deliverables and

Acceptance Criteria; Assignment to Contractor; Software development and enhancement; Software testing; Test Acceptance w/Documentation; Implementation; and Closeout of completed and accepted requests by the TOPO.

DELIVERABLES

3-1	Preliminary Task Listings	Upon written technical direction from the TOPO
3-2	LUIS Software Version 10.0 (*Maintenance* Enhancements)	On 11/28/2002
3-3	LUIS Software Version10.1 (*Other* Software Enhancements) (*Note: This Version may be also be used for emergency requests and may be split into more than one version, the cost of which should not exceed $40,000.00.)*	Upon written technical direction from the TOPO
3-4	LUIS Version 10.0 Updated User's Guide	On 11/28/2002
3-5	LUIS Version 10.0 Updated System Technical Maintenance Documentation	On 11/28/2002
3-6	LUIS Version 10.1 Updated User's Guide	Upon written technical direction from the TOPO
3-7	LUIS Version 10.1 Updated System Technical Maintenance Documentation	Upon written technical direction from the TOPO
3-8	Ad hoc LUIS Reports on data to be specified by the TOPO. *(Note: Reports generated under this Task may be added to the utility reports menu during a future version per TOPO's request.)*	2-3 weeks from written technical direction issued by the TOPO.
3-9	System Maintenance Documentation	At Closure of TO
3-10	Emergency Maintenance Software	As scheduled.
3-11	Ascii data set in a format to be specified by the TOPO through written technical direction.	2-3 weeks from written technical direction issued by the TOPO.
3-12	Quality Assurance Reports from Oversite Activities	Upon written

technical direction
from the TOPO

ACCEPTANCE CRITERIA

3.1 Deliverables will be inspected/tested by the TOPO and other TOPO assigned personnel and shall be approved in writing by the TOPO when it is determined that the software performs to the specifications and is reliable. The contractor shall comply with current U.S. EPA System Design & Development Guidance. EPA will provide the contractor with a copy of this document. The contractor shall comply with the System Development Methodology, which is summarized above in the Background section. The contractor shall comply with current OPP configuration management policy and procedures. EPA will provide the contractor with relevant documents.

Task 4 - User Support and Training

Description:

4.1 The contractor shall be able to provide user support services to augment the TOPO's support, in the areas of data extraction input, report generation output, as well as in areas of dealing with technical issues such as software design and programming capabilities. The contractor shall, upon issuance of an CR from the TOPO through written technical direction, provide user support services to the LUIS data extraction personnel and other users (EPA and contracted staff) by:

- Providing explanations on how to enter data into the LUIS system.
- Responding to requests for documentation.
- Responding to request for LUIS vocabulary downloads.
- Providing help as needed for implementation, operation, and maintenance of the system.
- Providing training courses and some on-site user support to support the implementation of new systems, major enhancements to existing systems, or the introduction of existing systems to new user organizations such as OPP LUIS data extractors. Training documents/materials shall be submitted in draft format.
- Establishing a voice mail box for user support that informs the caller of contractor availability and permits the caller to leave a detailed message.
- Providing on call LUIS user hotline support for telephone inquiries during regular business hours (8:00 AM to 4:00 PM eastern standard time) at approximately 5 phone calls a day.
- Developing written documentation for each of these areas for the LUIS system. The contractor shall report, in writing, unresolved user support issues to the TOPO at the meetings with the TOPO.

The contractor, when dealing in person or through telephone conversations with OPP LUIS users, shall identify himself/herself as a contract employee. Badges identifying contract employees shall be worn at all times when dealing with LUIS users. Written communication to users shall be provided to the TOPO for approval prior to being given to users. Written communications prepared by contractor to LUIS users includes any information expressed in print or script.

DELIVERABLES

4-1	User Support Telephone Logs	Monthly
4-2	Overview Training of LUIS Version 10.0 Features	Upon written technical direction from the TOPO
4-3	Overview Training of LUIS Version 10.1 Features	Upon written technical direction from the TOPO
4-4	Occasional on-site Training.	One week from written technical direction issued by the TOPO.
4-5	LUIS Vocabulary Downloads.	1-2 weeks from written technical direction issued by the TOPO.

ACCEPTANCE CRITERIA

4.1 Deliverables will be evaluated by the TOPO and other EPA personnel and shall be approved in writing through written technical direction by the TOPO when it is determined the materials address management's needs as described in above. The material will be acceptable if it accurately and completely describes current LUIS procedures and policies concerning ADP or data extraction (as appropriate to the specific CR).

Task 5 - Administration and Maintenance of the LUIS Server

Description:

5.1 The contractor shall monitor and maintain the software on the LUIS server as part of the OPP LAN to insure that it conforms to National Technology Services Division (NTSD) LAN Operational Policies. The contractor will provide support through TOPO approved CRs.

DELIVERABLES

5.1 Contractor support for the LUIS server shall include:

Routine system hardware and software problem isolation evaluation, and recommendation;
Identifying problems recommending software remediation as directed by the TOPO;
Update LUIS documentation if and when LUIS LAN operating system modifications, enhancements, or additions are made that affect the software;
Assisting in LUIS hardware/software upgrades, including requirements analysis and researching product availability;
Monitoring backup and recovery for LUIS LAN related software and data; and

- Maintain a Summary Log of Monitoring Activities for LUIS on OPP DCLUIS LAN Server which is to be provided at the LUIS CCB meetings.

ACCEPTANCE CRITERIA

5.1 Deliverables will be quality controlled by the TOPO and shall be accepted by the TOPO when it is determined the monitoring and maintenance of the LUIS server reflect the procedures used in the design specifications in accordance with NTSD Operations Policy and that the notification provided by the contractor was prompt and accurate.

Task 6- Information Security Plan

Description:

6.1 The contractor shall review the security documents outlined in section c. Background Documents. The contractor shall meet with the TOPO and others as identified by the TOPO as appropriate to commence development of the security plan. The contractor shall develop an Information Security Plan (i.e., written description of technical information security procedures) for the Label Use Information System. The plan shall address the following seven components:

1) Application Rules,
2) Training,
3) Personnel Security,
4) Contingency Planning,
5) Technical Controls,
6) Information Sharing, and
7) Public Access Controls.

DELIVERABLE

6.1 Label Use Information System Information Security Plan

ACCEPTANCE CRITERIA

6.1 A security plan written in accordance with EPA information security policies and procedures as outlined in section c. Background Documents. Security Plans shall be comprehensive, detailed, and sufficiently organized to clearly describe all information security protective measures needed. The document shall be reviewed by the TOPO for technical accuracy, organization of material, substantive understanding of the technical material, conformance to spelling and grammar rules, and adherence to applicable Federal and Agency guidance, standards and regulations.

Task 7 - LUIS Transition to the Office of Pesticide Programs Information Network (OPPIN)

Description:

7.1 EPA's Office of Pesticide Programs (OPP) is moving to integrate its various databases including LUIS under the Office of Pesticide Programs Information Network (OPPIN). OPPIN is designed and programmed in ORACLE. OPP's goal is to reduce data kept at the product level by integrating LUIS with the Pesticide Products Information System (PPIS) and to facilitate retrieval of information by users. The contractor shall provide help as needed by:

- Preparing a transition plan upon written request by the CO.
- Identifying and defining LUIS data elements.
- Responding to requests for system documentation.
- Providing explanations on LUIS data structure.
- Responding to request for LUIS vocabulary drops.
- Meeting with EPA personnel to develop data flow diagrams and new data structure.
- Mapping LUIS data to new environment.

DELIVERABLES

Transition Plan: *Data elements, Data structure, Data Flow Diagrams, Data Requirements & Schedule of Transition Activities*	Upon CO request.
LUIS Data Dictionary	1-2 weeks from written technical

	direction issued by the TOPO.
LUIS Vocabulary Drops	1-2 weeks from written technical direction issued by the TOPO.
System Documentation of Data Structure Mapping.	1-2 weeks from written technical direction issued by the TOPO.

ACCEPTANCE CRITERIA

7.1 The transition plan will be accepted if it provides a thorough, clear, and well-organized effective transition to OPPIN. Data elements shall be identified, defined, complete and accurate. Systems descriptions, data structures and data requirements shall accurately identify the systems complexity. Deliverables will be evaluated by the TOPO and other EPA personnel and shall be approved by the TOPO when it is determined the materials address management's needs.

7. Reporting Requirements:

The contractor shall provide a weekly write up of their work progress to the TOPO through Email by/on Tuesday of the following week reported on. This will allow the TOPO to keep track of the contractor's progress and aid in the scheduling of future work for the contractor(s).

8. Other Requirements:

a. Guidelines/Standards

From time to time the additional following guidelines may be provided:

1. EPA ADP System Design and Development Guidance, 4 volumes and 2 supplements.
2. OSWER System Life Cycle Guidance.
3. IEM™ Handbooks.
4. EPA Common User Interface Standards (Draft).
5. EPA Information Technology Architecture Roadmap.
6. GIS Workstation Implementation Guidelines (August 1991) (Draft).
7. EPA IRM Policy Manual.
8. NDPD Policy Manual.

9. ADABAS Policies, Procedures and Standards.
10. EPA Hardware and Software Standards.
11. Revised OMB Circular A-130, Appendix III
12. EPA Information Security Manual
13. NIST User Guide for Developing and Evaluating Security Plans for unclassified Federal Automated Information Systems (DRAFT).
14. EPA SDC Systems Engineering Environment

b. Distribution and Deliverables Requirements

Task 1. Project Plan Development	
See Task 1.	See Task 1.
Task 2. Project Management	
Project Plan Modifications and Task Order Close-out	See Task 2.
Task 3. Software Development, Enhancement, & Maintenance	
Preliminary Task Listings	Upon written technical direction from the TOPO.
LUIS Software Version 10.0	11/28/2002
LUIS Software Version 10.1	Upon written technical direction from the TOPO
LUIS Version 10.0 Updated User's Guide	On 11/28/2002
LUIS Version 10.0 Updated System Technical Maintenance Documentation	On 11/28/2002
LUIS Version 10.1 Updated User's Guide	Upon written technical direction from the TOPO
LUIS Version 10.1 Updated System Technical Maintenance Documentation	Upon written technical direction from the TOPO
Ad hoc LUIS Reports	2-3 weeks from written technical direction issued by the TOPO.
System Maintenance Documentation	At closure of the task order.
Emergency Maintenance Software	As scheduled through the SR or change request with due dates specified in the SR.
Ascii data set in a format to be specified by the TOPO through written technical direction.	2-3 weeks from written technical direction issued by the TOPO.
LUIS Enhancements to Existing Software	2-3 weeks from written technical direction issued by the TOPO.

Task 4. User Support and Training	
User Support Telephone Logs.	Monthly.
New LUIS Version 10.0 Class New LUIS Version 10.1 Class	Upon written technical direction from the TOPO. Upon written technical direction from the TOPO.
Occasional on-site training.	One week from written technical direction issued by the TOPO.
LUIS vocabulary downloads.	1-2 weeks from written technical direction issued by the TOPO.
Task 5. Administration and Maintenance of the LUIS server	
See Task 5.	As scheduled through the SR process with due dates specified in the SR. Non-operational systems and/or severe or major malfunctions shall be reported in writing by the contractor to the TOPO within 4 hours of detection.
Task 6. LUIS Information Security Plan	
Information Security	As scheduled through the SR process with due dates specified in the SR.
Task 7. LUIS Transition to the Office of Pesticide Programs Information Network (OPPIN)	
Transition Plan	Upon CO request.
Data Dictionary	1-2 weeks from written technical direction issued by the TOPO.
LUIS Vocabulary Drops	1-2 weeks from written technical direction issued by the TOPO.
System Documentation of Data Structure Mapping	1-2 weeks from written technical direction issued by the TOPO.

c. Security and Access(s): Security requirements for this project will be determined by the EPA TOPO, in consultation with the OPP Information Security Officer. Reference Section H.14 regarding the Treatment of Confidential Business Information (EPAAR 1552.235.71) (April 1984). H15 regarding Treatment of Confidential Business Information (TSCA) (EPAAR 1552.235-76) (APR 1996). H16 Data Security for Federal Insecticide, Fungicide, and Rodenticide Act Confidential Business Information (EPAAR 1552.235-77) (APR 1996). If confidential information is accessed, the contractor will protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with (1) EPA policy and procedures relating to confidential information, 2) the EPA security plan for this project, and (3) the SDC security plan as it relates to the handling of confidential information.

EPA defines all Agency information as sensitive. Even if the TOPO decides that no confidential information will be accessed on this project, the contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with (1) EPA information security policy and procedures, (2) the security plan for this project, and (3) the SDC security plan as it relates to protecting EPA information resources.

Electronic Data Interchange (EDI) files and data may be read by contractor support staff with EPA controlling, monitoring and limiting update and alter access. Also, an IBM package, Resource Access Control Facility (RACF), is used to protect any mainframe files associated with this project. The contractor shall request mainframe, and /or UNIX access from the TOPO as required. The contractor shall notify the TOPO of any employee who has left the project. This notification is necessary so that the TOPO can cancel the employees access to all data sets related to this project. Failure to do so may be regarded as a breach of (project name) security if the TOPO is not notified by the last day of employee's service.

9. **ACCEPTANCE CRITERIA**

REQUIRED SERVICE	STANDARDS
Task 1 Subtask 1.1Project Plan	1. Meets requirements 2. Estimate ceiling accepted 3. Meets Clause G.1
Task 1 Subtask 1.2 Updated Plan	1. Meets requirements 2. Estimated ceiling accepted 3. Meets Clause G.1
Task 1 Subtask 1.3 Revised Plan	1. Meet requirements 2. Estimated ceiling accepted 3. Meets Clause G.1
Task 2 Subtask 2.1 Manage TO Product Assurance	1. Address each deliverable 2. Clearly states review steps 3. Provides adequate review time 4. Deliverables (documentation, releases, deployment etc.) meet specifications, systems are fully tested for operation, quality of output is consistent, software is free of significant software malfunctions.

Task 2 Subtask 2.1 Documentation of CCB	Accepted if they correctly and completely describe the activities recorded in the CCB meetings
Task 2 Subtask 2.1 Monthly Technical and Financial Reports	Accepted if they meet the contract requirements.
Task 2 Subtask 2.2 Close-Out;	Timely and accurate list of deliverables and of EPA property

ACRONYMS

ATOPO	Alternate Task Order Project Officer
ADP	Automated Database Programming
Arev	Advanced Revelation
CBI	Confidential Business Information
CCB	Configuration Control Board
CR	Change Request
CS1	Crystal Station 1
DMMG	Development and Maintenance Methodology Group
FIFRA	Federal Insecticide, Fungicide and Rodenticide Act
FIPS	Federal Information Processing Standard
FTE	Full Time Equivalent
GFE	Government-Furnished Equipment
IM	Information Management
LAN	Local Area Network
LOE	Level of Effort
LUIS	Label Use Information System
MOSES	Mission Oriented Systems Engineering Support
NTSD	National Technology Services Division
OCM	Office of Compliance Monitoring
OIRM	Office of Information Resources Management
OPPIN	Office of Pesticide Programs Information Network
OPP	Office of Pesticide Programs
PA	Product Assurance
PC	Personal Computers
RD	Registration Division
RDBMS	Relational Database Management System
RTP	Research Triangle Park
SB	Systems Branch
SDC	System Development Center
SOW	Statement of Work
TIS	Tolerance Information System
TO	Task Orders
TOPO	Task Order Project Officer